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RECORDS MANAGEMENT DIVISION

Chief, Management Staff

14 January 1955

Chief, Records Management Division

Records Management Division Accomplishments During
Calendar Year 1954

1. There is attached a statement showing the Records Management projects completed in 1954 with an indication of the net benefits.

2. The statement shows that there has been activity in all phases of the Forms, Reports, Correspondence, Systems, Disposition and Records Center programs. In addition to a total evaluated savings of \$357,373 there are many benefits shown on which no monetary value was computed.

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*Enclosure
to all Divs
1/31/54*

MANAGEMENT STAFF

RECORDS MANAGEMENT DIVISION

Accomplishments During Calendar Year 1954

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Project

1. Standards for Filing Supplies.
 1. Reduced the types of folders stocked agency-wide from 54 to 6, resulting in economies in procurement, stocking and handling:
 - a. Reduced average cost of file folders from 7.5 cents to 4.2 cents at a savings of \$11,210. (basis is procurement for 53 and 54)
 - b. Savings of \$6.20 in safe cabinet filing space for every 100 standard folders used instead of pressboard folders.
 2. Reduced the types of correspondence cabinets stocked from 17 to 6 resulting in economies in procurement, stocking, handling and office space.
 - a. The use of five drawer instead of four drawer cabinets provided savings of \$7,500 in space and equipment. (basis is procurement in 1954)
 - b. Revised a purchase order to eliminate unnecessary locks, saving \$1500.00.
 - c. Saved \$396.00 on one order for special cabinets.
 3. Portable Desk Tray Program.
 - Procurement of 1400 trays now in process. Estimated saving in safe space is \$24,500.

4. Survey of Cable Reference, Disposition, and Vital Materials Requirements in the Office of Communications.
5. Coordinate and Maintain Control of Vital Material Deposits.
6. Inventory and Accounting System for Control of Vital Materials.
4. No benefits at present as recommendations have not yet been implemented.
5. Established or revised 10 office schedules, assuring timely and complete deposits of vital materials. Adequacy and current condition of program are reflected by deposits during the year as follows:
 - a. Documents - 135 cu. ft. or approximately 237,000 sheets of paper.
 - b. Tabulating cards - 2,497,954.
 - c. Film - 2994 reels representing approximately 6,257,000 sheets of paper.
6. Revised the system to provide:
 - a. More positive and faster means of accounting for vital materials deposits and withdrawal activity.
 - b. Reduction in the number of inventory pages.
 - c. Elimination of hand stamping of the security classification.
 - d. Reduction in size of the inventory form for more convenient filing.

7. Survey of Microfilm Operations
7. Reviewed 16 projects and established a complete inventory of equipment resulting in the following benefits effecting 5 of the projects:
 - a. Revised procedures, substituted more suitable equipment, and transferred idle equipment to profitable use for saving of \$3358.
 - b. Major benefit will not be realized until survey is completed. Present status- 50% complete.
8. Review Microfilm Equipment and Supply Requests.
8. Reviewed 32 requisitions for a total savings of \$5,692:
 - a. Substituted less expensive and more suitable equipment in 5 cases.
 - b. 3 requisitions cancelled. (arrangements made for requestors to use existing equipment)
9. Microfilm Camera Tests.
9. Conducted a comparative operational test of two new cameras. Results are helpful in assigning cameras for field use.
10. Records Management Surveys:
10. Conducted surveys in 12 offices which provided and activated plans for:
 - a. Reduction in requirements for office space, filing equipment, and file personnel thru the continuing transfer of inactive records to the Records Center. Disposition plans established for 11 offices with 19,007 cu. ft. of records.
 - b. Use of the standard agency filing system which provides: Faster more complete reference service; a uniform method of

10. Records Management Surveys.
(Continued)

filing and finding records; lessened dependency on key file personnel; centralized training of file personnel; transfer of files personnel without retraining; and a cut-off system for retirement of inactive records. System installed in 10 offices including 102 series of files.

11. Disposition Plan for DD/P Area.

11. Reviewed and approved a disposition plan which authorizes the transfer or destruction of a limited volume of records from active office space (actual volume not yet reported because of security restrictions imposed).

12. Procurement of Records of Other Agencies.

12. Arranged for transfer of 576 cu. ft. of records from two agencies to CIA. These records were needed for operational reference and research purposes.

13. Records Center Operations.

13. Received, maintained, serviced and destroyed inactive Agency records with benefits as follows:

a. Received 7,491 cu. ft. of records, equivalent to 936 safe cabinets valued at \$222,500 and 7,100 sq. ft. of office space valued at \$17,750.

b. Disposed of 1,457 cu. ft. of records, equivalent to 182 safe cabinets valued at \$43,316.

c. Serviced requests for 89,292 records.

14. One-Time Preassembled Carbon and Tissue Sets (Letterex).

14. Over two million sheets of Letterex used in preparing correspondence effecting material and labor savings of \$9,017.

15. Personnel Office Pattern Correspondence.
16. Reports Management Program.
17. Correspondence Management Program.
18. Correspondence Style Standards and Procedures.
19. Security Classification of Blank Forms.
15. Improved nine types of letters. Recommendations resulted in an average reduction of 20% in letter content and in improved public relations.
16. Provided the Office of the Comptroller and the Logistics Office with specific guides. Made general guides available Agency-wide. No benefits until activation of office programs.
17. An illustrated pamphlet promoting correspondence management is scheduled for distribution 21 January 1955. No benefits in 1954.
18. A handbook has been completed and when distributed will:
 - a. Promote labor saving practices not presently described in Agency manuals.
 - b. Provide a more usable training and desk reference.
 - c. Result in faster training and increased production by eliminating the present confusion over formats and styles.
19. Prevented overclassification of stocks of blank forms by adding under the preprinted Security Classification the notation "When Filled In."
 - a. Reduced requirements for secure storage facilities.
 - b. Simplified printing, storage, issuing and handling procedures.

- 20. Functional Forms Files.
- 21. Information Reports.
- 22. Forms Numbering System.
- 23. Forms Index.
- 24. Forms Management Services.
- 20. Eliminated and consolidated duplicate Functional Files:
 - a. Provided complete vital materials file of forms.
 - b. Saved in equipment and maintenance costs \$157.00.
- 21. Revised the format and improved the reporting procedure for reports issued by Clandestine Services and the Office of Operations. Saved \$8,120 in printing costs and substantial, but unevaluated savings in time for preparation and processing.
- 22. Revised the forms numbering system which:
 - a. Prevented habitual disruption of the system due to organizational changes.
 - b. Enhanced the security system by providing forms with a greater degree of anonymity.
- 23. Provided Agency-wide information to persons on available forms, thereby reducing possibility of creating unofficial and duplicate ones.
- 24. Provided forms, analysis, design and procurement service covering 301 new forms, 481 reprints of forms, 447 revisions of forms, and the elimination of 129 forms.
 - a. Reduced the average annual form usage from 18,698 copies per form in 1953 to 11,878 in 1954 for a total reduction of 576,172.
 - b. Through the reprint review program reduced reprint requests by 45%.

24. Forms Management Services.
(Continued)
25. Employees' Suggestions.
26. Standards for Program Operation.
- c. Provided for use of 125 applicable forms of other Government agencies.
25. Reviewed suggestions of which 17 were approved resulting in intangible savings in 13 cases and estimated savings of \$2357.40 in three cases. Approved 17 of 44 suggestions received resulting in estimated savings of \$2357.00 in three cases and intangible savings in 14 cases.
26. Provided Agency officials with standards and methods for the operation of the Records Management Program on a decentralized basis through the issuance of handbooks of instruction, notices and program guides.